



June 7, 2006

# METERING ELECTRICIAN

## (Full-Time/Open)

**SALARY:** \$5,094 - \$6,193 (approximate monthly salary)

**FINAL FILING DATE:** Application materials must be received by the Human Resources Division not later than 5:00 p.m. on August 2, 2006. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from: HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240. To request applications by phone please call (209)333-6704. TDD (209)333-6853. [www.lodi.gov](http://www.lodi.gov)

### **THE POSITION:**

This is a journey level class position. Positions in this class perform skilled tasks independently with limited direct supervision. Receives general direction from the Electric Meter Technician or other supervisors as conditions require. Performs skilled work in the areas of maintenance, testing, repair and installation of electric meters, maintains records and does related work as required. Performs shop and field calibrations of electric meters and maintain documented results. Repairs and rebuilds meters as necessary. Conducts the scheduled testing and circuit analysis of existing revenue metering facilities. Performs acceptance testing of metering material and equipment. Installs both primary and secondary current and voltage transformers with associated equipment and verifies the complete installation to assure accurate metering. Installs and maintains load survey, load management and recording metering equipment, communication devices, coordinate with other utility personnel for remote data acquisition on large customer installations. Work closely with electric troublemen, account collectors and other City departments in the completion of service orders, trouble tickets, and S.N.P.'s. Investigates customer complaints and takes corrective measures if necessary, and provide customer service relative to energy usage, revenue metering equipment and their performance. Coordinate with the Field Services (meter reading group) to investigate and detect energy diversion. Work closely with and provide load profile, load forecast and load duration data to the Engineering Department for existing and future development projects. Participate in the development of standards and specifications with other agencies and industry representatives. Implement the infrastructure for automatic meter reading (AMR) system. Review panel submittals from various sources for adherence to E.U.S.E.R.C. standards per City of Lodi requirements. Maintains appropriate records on all metering equipment and installations.

### **MINIMUM QUALIFICATIONS:**

**Knowledge of:** General fundamentals of electric AC and DC theory, including solid state circuitry; general tools, methods and materials used in electric meter testing and repair; and tools and materials used for the installation of conduit systems for power and communication; metering methods for single and polyphase circuits; inductance, capacitance, power factor and vector analysis; applicable electric codes; and specifications such as N.E.C., Cal O.S.H.A. and E.U.S.E.R.C., etc; safe work practices and procedures; including First Aid and C.P.R. necessary when working around energized equipment, for both primary and secondary voltages; basic computer skills used for record keeping, work processing and ability to retrieve software upgrades from various vendors for maintenance, programming and communications with solid state electric meters.

**Ability to:** Use precision instruments and testing equipment to obtain specified performance; understand and carry out written and oral instructions; read, interpret, and develop electrical drawings, plans, diagrams and specifications; install and test all levels of electric utility metering devices including C.T.'s, P.T.'s, totalizers, mechanical and/or digital/electronic devices; establish and maintain cooperative working relationship with other employees, departments and deal courteously with the public; work independently with limited direct supervision; establish preventative maintenance programs and keep appropriate records; procure and maintain inventory of all meter types, instrument transformers, and all associated necessary appurtenances used in the daily operation of the electric meter shop; prepare and write reports and maintain records; deal tactfully and courteously with the general public; use mathematics, including trigonometry.

**Experience:** Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is; attainment of journey level electrician status through apprentice training (usually 48 months experience) Journey level lineman status granted through the IBEW complimented with relevant outside schooling similar to the requirements of becoming a journey level electrician and two (2) years of experience at journey level in either of the above categories in an electric utility with a revenue metering emphasis.

### **Education:**

Equivalent to completion of the twelfth grade, including trigonometry.

### **License:**

Possession of a valid driver's license issued from the California Department of Motor Vehicles.

**Working Conditions:** Requires lifting objects weighing up to 50 pounds. Requires working outdoors in all types of weather. Requires working at heights when installing meters and associated metering equipment. Requires bending, kneeling or stooping to perform job duties.

### **TESTING PROCESS:**

Candidates considered to be among the most qualified will be required to participate in a qualification appraisal testing process. This may include oral interviews, assessment exercises, and physical exercises. Passing scores determine placement on an established eligible list. Eligible lists last approximately 2 years unless abolished sooner. Fingerprints and/or background clearance is part of the testing process.

**Evaluation of Qualifications:** Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate in each phase of the testing process. Resumes may not be substituted for a completed application.

**Tentative Recruitment Plan:** The following recruitment plan is tentative and subject to change. The Human Resources Division reserves the right to change the testing process when necessary. Make-up examinations or make-up exercises will not be available. **Interview Schedule:** Oral Interview 8/4/06 and Department Selection Interviews 8/28/06.

**Equal Opportunity Employer**

**EQUAL OPPORTUNITY EMPLOYER** - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

**AMERICANS WITH DISABILITY ACT** - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

**CRIMINAL BACKGROUND INFORMATION** - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

**HIRING PROCEDURE** - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

**CONDITIONAL JOB OFFERS** - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

**MEDICAL-DRUG SCREENING** – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

**APPOINTMENT** - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

## **EMPLOYMENT BENEFITS**

**SALARY** - The starting salary is the first rate shown on the job announcement. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

**HOLIDAY, VACATION, SICK, AND ADMINISTRATIVE LEAVE** - **Holiday** - An average of 13 paid holidays per year. **Vacation** - 2 weeks paid vacation annually, increasing with length of service depending upon the appropriate labor agreement. **Sick Leave** - 10 days per year depending upon the appropriate labor agreement. **Administrative Leave** - Management/Mid-Management positions receive 80 hours per fiscal year, and specified professional/technical positions receive 40 hours per fiscal year (Pro-Rated).

**HEALTH INSURANCE** - Medical, Dental and Vision plans are available for employee and dependents. A portion of the premiums may be the employee's responsibility.

**LIFE INSURANCE AND LONG TERM DISABILITY** - The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employee's salary.

**RETIREMENT AND DEFERRED COMPENSATION** - The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.). Lodi is not a member of the Social Security System. Employees may participate in a 457 Deferred Compensation program.

**FLEXIBLE SPENDING ACCOUNT** - Employees may participate in a Section 125 Flexible Spending Account.

**IMPORTANT NOTE:** This bulletin does not constitute an expressed or implied contract. Any provisions or job duties contained in this bulletin may include modifications pending labor agreements and/or council approval.

